

JUDICIAL CLERKSHIPS

RHODE ISLAND SUPREME COURT TRIAL COURT LAW CLERK DEPARTMENT CLERKSHIPS

2023-2024 TERM

Recent law school graduates and third-year law students with outstanding academic records and excellent research and writing skills are invited to apply to serve as Law Clerks in the Rhode Island Supreme Court Trial Court Law Clerk Department.

Job Description: Our department of seventeen Law Clerks serves the Superior, District, and Family Courts, and the Rhode Island Traffic Tribunal. Eleven Law Clerks are based in Providence, and six Law Clerks are assigned among the county courthouses and the Garrahy Judicial Complex. The Law Clerks do legal research and writing in the areas of civil, criminal, family, administrative, and zoning law. Specific duties include preparing research memoranda, drafting bench memoranda, and writing draft decisions.

Salary and Benefits: **\$60,842.00, with a six-month raise to \$63,841.00**
Health, Dental, and Vision Plan; Pension

Trial Law Clerk Term: **August 28, 2023 - August 24, 2024**

Application Deadline: Applications must be post-marked by **August 12, 2022**. Letters of recommendation sent separately must be post-marked by **August 26, 2022**.

Application Materials: **Cover letter**, addressed to Chief Justice Paul A. Suttell, indicating you are applying for a **Trial Court Clerkship**; **Resume**; **Copy of your official law school transcript**; (incomplete, unofficial transcripts may be submitted but must later be supplemented with complete, official transcripts when available) **Two letters of recommendation**, including one from a law school professor who can comment on your writing and academic skills; and **Two full-length writing samples**, with at least one writing sample unedited, and one writing sample preferably assigned by a professor who has written one of your letters of recommendation.

It is preferred, though not required, that all application materials be sent in one mailing, with the exception of letters of recommendation, which may be mailed directly by recommenders. Submissions by email or fax will not be accepted.

Please send all application materials to:

Trial Court Law Clerk Department
c/o Chief Justice Paul A. Suttell
Rhode Island Supreme Court
Licht Judicial Complex
250 Benefit Street
Providence, Rhode Island 02903

We will notify you by email upon receipt of your application. It is your responsibility thereafter to verify that all materials have been received by the application deadline. Your file will not be considered complete until we have received all the required application materials. Incomplete applications will not be considered.

For additional information or questions regarding the application requirements, please email Elizabeth Frumkin, Supervisor of the Rhode Island Supreme Court Trial Court Law Clerk Department, at efrumkin@courts.ri.gov.

The Rhode Island Supreme Court is an equal opportunity employer and encourages all interested parties to apply.